MEMORANDUM

TO: Office of Faculty Affairs Liaisons

FROM: Sarah F. Covert, Associate Provost Faculty Affairs
Lindsey VanNote, Senior Director for Human Resources Strategic Management

Date: April 22, 2019

SUBJECT: Part-Time Faculty and Limited Term Faculty Reappointment Procedures

In OneUSG, employees are paid until terminated. Therefore, to avoid continuation of salary payments after employment has ended, the hiring unit must submit a termination request through OneUSG Manager Self Service (MSS) at the conclusion of all part-time faculty and limited term faculty employment periods. If the termination request is not processed before the next payroll deadline, the employee will be paid in the month(s) following the end of their appointment.

When a UGA hiring unit wants to reappoint a part-time or limited term faculty member, the procedures to be followed will depend upon the future position’s characteristics and/or its start date. Different scenarios and the appropriate position management procedures for part-time and limited term faculty who are returning to UGA are presented below:

1) Change in position or a break in employment of one or more business days

   A. Change in Position
      a. If the faculty member is a current UGA employee who is moving to a different position, then the second hiring unit will need to hire the part-time or limited term faculty member through UGAJobs. A new position and a complete hiring proposal will be required to record the new appointment. In addition, the original hiring unit will need to terminate the faculty member from the first position when it ends.
      b. Examples of Change in Position: 1) Original employment was in the Department of Plant Biology and new employment will be in the Department of Genetics. 2) Same hiring unit, but original hire at rank of Instructor and new employment at rank of Lecturer.

   B. Break In Employment
      a. If there has been a break of one or more business days in the faculty member’s employment and the faculty member will be rehired into the same position, the unit will need to terminate via MSS, and then rehire the part-time or limited term faculty member through UGAJobs. In most cases, a new part-time letter of agreement, or
limited term offer letter with EOO approval, will be the only supporting documents needed in the hiring proposal for these reappointments.

b. **Examples of Break in Service:**
   1. Limited term employment for the month of January, followed by limited term employment that begins in April of the same year.
   2. Employed in Spring on Academic payroll, continuing on Summer Academic payroll, but the only summer employment will be in Short Session II (i.e. no employment or payment in June).

In any of the above scenarios, the hiring proposal should be received by OFA 30 days in advance of the expected employment start date.

2) **Extension of same position with no break in employment**

If a part-time or limited term faculty member is being rehired without a break in employment, then a new part-time letter of agreement or limited term offer letter with EOO approval letter must be emailed to facultyaffairs@uga.edu at least 30 days in advance of the expected employment start date.

**Example:** Part-time faculty member employed in Fall with a start date of August 1, 2019 and an end date of December 31, 2019. During Fall, unit decides to extend this faculty member for part-time employment in the Spring semester with a start date of January 1, 2020 and an end date of May 31, 2020.